

REMOTE WORK POLICY (SAMPLE)

Organization: ExampleCo, Inc. (fictional)

Version: 2.1

Effective Date: January 29, 2026

Classification: Internal

Important Note

This is a sample internal policy provided for demonstration/training purposes. It is not legal advice.

PURPOSE

This policy establishes guidelines for remote work arrangements to support employee flexibility while maintaining operational effectiveness and team collaboration.

SCOPE

This policy applies to all employees who have been approved for remote work arrangements, whether permanent, hybrid, or temporary.

1. ELIGIBILITY

1.1 General Requirements

Employees must have:

- Completed at least 6 months of service
- Demonstrated consistent performance meeting or exceeding expectations
- A role suitable for remote work that does not require regular in-person presence
- Appropriate home workspace with reliable internet connectivity

Exceptions may be approved by HR and the employee's manager based on business need.

1.2 Manager Approval

All remote work arrangements require written approval from the employee's direct manager and HR.

1.3 Probationary Period

Employees on probationary status are generally not eligible for remote work arrangements unless specifically approved.

2. REMOTE WORK ARRANGEMENTS

2.1 Hybrid Schedule

Employees may work remotely up to 2 days per week. Remote days must be consistent week-to-week and scheduled in advance through the workforce management system.

2.2 Full Remote

Full remote work (3+ days per week) requires additional approval from department head and is evaluated based on:

- Business needs and team requirements
- Role responsibilities and client interaction needs
- Performance history
- Team collaboration requirements

2.3 Temporary Remote Work

Short-term remote work may be approved for special circumstances (e.g., home repairs, temporary relocation, health reasons) for up to 4 weeks.

3. WORK SCHEDULE AND AVAILABILITY

3.1 Core Hours

Remote workers must be available during core business hours (9:00 AM - 4:00 PM local time) unless alternative arrangements are approved.

3.2 Response Time

Employees must respond within reasonable timeframes for their role and team norms (for example, within 2 business hours unless in meetings).

3.3 Calendar Updates

Remote workers must maintain accurate calendars indicating their availability, including breaks and lunch periods.

3.4 Meeting Attendance

Participation in scheduled meetings is mandatory. Camera should be enabled for team meetings unless technical issues prevent this.

4. WORKSPACE REQUIREMENTS

4.1 Dedicated Workspace

Employees must have a dedicated, quiet workspace free from distractions and suitable for confidential work and video calls.

4.2 Internet Connectivity

Minimum requirements:

- Download speed: 25 Mbps
- Upload speed: 10 Mbps
- Stable connection with backup option (mobile hotspot)

4.3 Ergonomics

Employees are responsible for setting up an ergonomic workspace. ExampleCo may provide a one-time home office stipend for approved full remote workers (amount and eligibility set by HR).

5. EQUIPMENT AND TECHNOLOGY

5.1 Company-Provided Equipment

The company provides:

- Laptop computer
- Monitor (for full remote workers)
- Keyboard and mouse
- Headset
- VPN access credentials

5.2 Software and Tools

Required software and collaboration tools will be provided and maintained by IT. Employees must not install unauthorized software on company devices.

5.3 Technical Support

IT support is available during business hours. Response times for remote workers match in-office support (2-4 hours for non-critical issues).

5.4 Equipment Return

All company equipment must be returned within 5 business days of employment termination or if the remote work arrangement ends.

6. SECURITY AND CONFIDENTIALITY

6.1 Data Protection

Employees must:

- Use VPN (or equivalent secure access) when connecting to internal resources
- Lock computers when stepping away
- Ensure confidential materials are not visible to others
- Use approved file-sharing methods only

Public Wi-Fi should be avoided. If public Wi-Fi is unavoidable, employees must use VPN and should avoid accessing highly sensitive systems unless specifically approved.

6.2 Document Security

Physical documents containing confidential information must be stored securely and shredded when no longer needed.

6.3 Privacy

Ensure that work conversations and video calls cannot be overheard by household members or others.

6.4 Compliance

Remote workers must comply with all company policies including the Information Security Policy, Acceptable Use Policy, and Code of Conduct.

7. COMMUNICATION AND COLLABORATION

7.1 Daily Check-ins

Teams should establish daily check-in protocols (e.g., morning stand-ups, end-of-day updates).

7.2 Collaboration Tools

Primary tools:

- Video conferencing: Microsoft Teams
- Instant messaging: Slack
- Project management: As designated by team
- Document sharing: SharePoint/OneDrive

7.3 Over-communication

Remote workers should err on the side of over-communicating status updates, progress, and potential blockers.

7.4 In-Person Requirements

Remote workers may be required to attend in-office for:

- Team meetings and planning sessions (with 1 week notice)
- Training and development programs
- Company events (with 2 weeks notice)
- Client meetings when necessary

8. PERFORMANCE AND ACCOUNTABILITY

8.1 Performance Standards

Remote workers are held to the same performance standards as in-office employees. Performance is measured by results, not hours logged.

8.2 Regular Reviews

Remote work arrangements will be reviewed quarterly for the first year, then annually. Continuation is based on:

- Meeting performance expectations
- Maintaining productivity levels
- Effective communication and collaboration
- Compliance with this policy

8.3 Productivity Monitoring

The company may use productivity tracking tools to ensure work is being performed. Employees will be notified of any monitoring tools in use.

ExampleCo will use the least intrusive monitoring reasonable for security and operational needs and will comply with applicable laws.

9. TIME TRACKING AND EXPENSES

9.1 Time Recording

All hours worked must be accurately recorded in the time tracking system. Overtime requires pre-approval.

9.2 Business Expenses

Approved business expenses incurred while working remotely are reimbursable per the company's expense policy.

9.3 Utilities and Internet

Hybrid workers generally do not receive reimbursements for personal utilities or home internet. Full-remote roles may be eligible for a monthly internet stipend per HR policy.

10. HEALTH AND SAFETY

10.1 Workplace Safety

Employees are responsible for maintaining a safe home workspace and must report any work-related injuries immediately.

10.2 Workers' Compensation

Remote workers are covered by workers' compensation insurance during working hours in their designated workspace.

10.3 Ergonomic Assessments

Virtual ergonomic assessments are available upon request through HR.

11. WORK-LIFE BALANCE

11.1 Right to Disconnect

Employees are not expected to respond to work communications outside of their scheduled work hours unless in a designated on-call role.

11.2 Breaks

Remote workers should take regular breaks similar to in-office schedules, including lunch breaks.

11.3 Boundary Setting

Employees are encouraged to maintain clear boundaries between work and personal life.

12. TERMINATION OF REMOTE WORK

12.1 Company Discretion

ExampleCo may modify or terminate remote work arrangements with reasonable notice based on business needs, role changes, or compliance requirements.

12.2 Performance Issues

Remote work privileges may be revoked immediately if:

- Performance falls below expectations
- Policy violations occur
- Security breaches happen
- Communication standards are not met

12.3 Voluntary Return

Employees may request to return to in-office work at any time with 2 weeks notice.

13. INTERNATIONAL REMOTE WORK

13.1 Restrictions

Remote work from international locations requires special approval and is subject to:

- Tax implications
- Legal and compliance requirements
- Time zone considerations
- Equipment and support limitations

13.2 Approval Process

International remote work requests must be submitted at least 3 months in advance to HR and Legal for evaluation.

14. POLICY COMPLIANCE AND VIOLATIONS

Violations of this policy may result in:

- Written warning
- Suspension of remote work privileges
- Performance improvement plan
- Termination of employment (for serious violations)

15. POLICY UPDATES

This policy is subject to change based on business needs, legal requirements, and best practices. Employees will be notified of material changes with at least 30 days notice.

QUESTIONS AND SUPPORT

For questions about this policy, contact:

- HR Department (sample): hr@example.com
- IT Support (sample): it-help@example.com
- Facilities (sample): facilities@example.com

ACKNOWLEDGMENT

All employees working remotely must sign an acknowledgment that they have read, understood, and agree to comply with this Remote Work Policy.

Policy Owner: Chief People Officer

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Classification: Company Confidential